



OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501
HELENA MT 59620-2501
www.opi.mt.gov
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)

Linda McCulloch
Superintendent

TO: Test Coordinators
FROM: Judy Snow, OPI, and Dan Verdick, Measured Progress
DATE: June 25, 2007
RE: 2007 Preliminary CRT and CRT-Alternate Reports on *iAnalyze*

The 2007 Preliminary CRT and CRT-Alternate Reports on *iAnalyze* are now ready for your review.

A special link has been set up on *iAnalyze* to facilitate your accessing your reports. Below are directions to view, download, and print your reports. Please read these before proceeding as they are different from your routine use of *iAnalyze*.

Directions for accessing your reports

Type the following URL into your web browser: <http://iServices.MeasuredProgress.org>

- Select "**Montana**" from the list of contracts and click "Enter."
- Select "**iAnalyze**" from the list of options.
- Click the [link to reporting site](#) at the bottom of the *iAnalyze* home page (To view 2007 reports, **do not login to iAnalyze.**)
- Enter your district or school organization code and secure *iAnalyze* password. : Use the 4-digit district/system or 8-digit school organization code and your secure password. (This is the original password provided by Measured Progress. If you cannot locate it, please contact one of the OPI or Measured Progress staff listed below.)
 - **OPI**
Karen Crogan, 406-444-4431, kcrogan@mt.gov
Karen Richem, 406-444-0748, krichem@mt.gov
Judy Snow, 406-444-3656, jsnow@mt.gov
 - **Measured Progress**
Ian McIntosh, 1-866-632-7764, iAnalyzehelpdesk@measuredprogress.org
Nancy Hall, 1-888-792-2741, nhall@measuredprogress.org
Dan Verdick, 1-800-431-8901x2220, dverdick@measuredprogress.org
- Select all the reports you would like to download by checking the box next to the report name. Then use the "download" button at the bottom of the page to download.
- When the "File Download" pop-up appears select "Save."
- Save the file to a folder on your hard drive.
- The File will save as a zip folder. Select "Open"
- Select "I Agree" when the "WinZip" pop-up appears and follow the WinZip instructions until your report folder appears.
- Now you may view and print your reports.

The reports for the 2007 CRT and the CRT-Alternate for each grade and content area are:

1. District/System Summary Report and District Roster Report.
 - To access the district reports: Use the 4-digit district/system organization code and your secure password. (This is the original password provided by Measured Progress. If you cannot locate it, please contact one of the OPI or Measured Progress staff listed above.)
2. School Summary Report and School Roster Report; there are two ways to access the school reports:
 - Use the 8-digit school organization code and your secure password. (This is the original password provided by Measured Progress. If you cannot locate it, please contact one of the OPI or Measured Progress staff listed above.)
 - Use the 4-digit district/system organization code plus your login and code and your secure password. (This is the original password provided by Measured Progress. If you cannot locate it, please contact one of the OPI or Measured Progress staff listed above.)

NOTES about the Reports

These preliminary reports may be reviewed only for the following:

1. Incorrect grade
 2. Incorrect school or district
 3. Missing student (s)
- The **Summary Reports** show the averages for the students who were in your school/district the entire academic year. The numbers may not be the same as in Roster Reports.
 - Check the Summary Reports for the number of students who were in your school the entire academic year. Check to verify the number of students in a grade who were in your district/school the entire academic year.
 - The **Roster Report** lists all students from your school/district who were enrolled during the testing window.
 - Check the Roster report for all students who took the test at your school/district. This will be helpful to determine if a student is listed in the correct grade, if the student was in your school/district, or if a student who was in your school/district is not listed. Some of these students may not have been in your school/district the entire academic year and their results are not included in the Summary Reports.
 - Demographic information is through AIM and does not need to be reviewed at this time. Please use the AYP review and appeals process later this summer should you have demographic information issues.
 - To report incorrect grade, incorrect school/district, or students missing from your reports by July 6, please contact one of the following OPI assessment staff:

Karen Crogan, 406-444-4431, kcrogan@mt.gov

Karen Richem, 406-444-0748, krichem@mt.gov

Judy Snow, 406-444-3656, jsnow@mt.gov